

**Josie Matthews**

---

**From:** Nigel Greenhalgh [REDACTED]  
**Sent:** 29 March 2018 12:15  
**To:** Steve Evans (ECS); Emma Blackham; Paul Johnson1;  
**Cc:** [REDACTED]  
**Subject:** RE: BCC Minutes - Joint Transport Meeting 21 03 2018  
**Attachments:** BCC Minutes - Joint Transport Meeting 21 03 2018 (FINAL).doc  
**Categories:** Complete

Dear All

Following comments I have updated the Minutes and now issue the final version.

Please review and make sure that the actions are progressed as the timeline is very tight for us to get to a position where we can promote acceptable transport solutions for servicing the Arena.

I am proposing a follow up meeting next week and will send through an invite but I would really appreciate it if you could make every effort to attend.

Thanks for all your assistance.

Regards  
Nigel

---

**From:** Nigel Greenhalgh  
**Sent:** 25 March 2018 23:10  
**To:** 'Steve Evans (ECS)'; 'emma.blackham1'; 'Paul Johnson1'; 'Nigel Greenhalgh'  
**Cc:** [REDACTED]  
**Subject:** BCC Minutes - Joint Transport Meeting 21 03 2018

Dear All

I attach the notes and actions form the joint transport and infrastructure meeting for the Brabazon Arena, held last Wednesday. Due to the time these have been rushed, so I apologise if there are any mistakes.

Please review and make sure that all actions are progressed immediately as the time is very tight. If there are any issues or I have missed something please come back to me by return.

Thank you all for your support and assistance in getting this project progressed.

All the best  
Nigel

*Nigel Greenhalgh  
Arena Consultant  
Executive Office, 2<sup>nd</sup> Floor, Park Side, City Hall, Bristol BS1 5TR*



---

Council services: <http://www.bristol.gov.uk/service>

Latest council news: <http://www.bristol.gov.uk/ournews>

Consultations: <http://www.bristol.gov.uk/consult>



<Department Name>  
<Brabazon Arena - Transport>

## MINUTES

Meeting	Date	Time	Location
Filton Arena – Transport Review	21 <sup>st</sup> March 2018	13.00	100 Temple Street
<b>Attendees</b>			
Steve Evans (SE) – South Gloucestershire Council (SGC) Emma Blackham (EB) – SGC – Transport Lead Paul Johnson (PB) – SGC – Transport DC Malcolm Parsons (MP) – Network Rail David Lear (DL) – CH2M Paul Crowther (PC) – BCC Transport Lead Nigel Greenhalgh (NG) – BCC - PM			
<b>Apologies</b>			
Paul Buxton – CH2M		<b>CC</b>	
		Colin Molton (CM) – BCC Peter Mann (PM) – BCC Barra Mac Ruairi (BM) - YTL	

### Agenda Items

1. Introductions
2. Aim of the Meeting
3. Presentation by CH2M of updated transport study
4. Programme review
5. Review, discuss and agree the transport infrastructure required to service the Arena and the funding
6. Discuss mitigation possible
7. AOB
8. Development of a Joint Agreement for the Cabinet paper

Agenda Item	Discussion Points/ Outcomes & Actions	Actions
1	<b>Introductions</b>  NG introduced himself to the meeting and confirmed that he has been appointed by BCC to prepare a statement of support for the Brabazon Arena project proposed by YTL.  The Cabinet meeting is 1 <sup>st</sup> May 2018, so the time is very tight to get this report together. All parties will need to work together to promote and demonstrate a collaborative statement.	
2	<b>Aim of the Meeting</b>  NG explained that the aim of this meeting is to review the CH2M transport report, explore the transport opportunities for servicing the	

Agenda Item	Discussion Points/Outcomes & Actions	Actions
	Arena and agree to work together to develop a set of solutions.	
3	<b>CH2M Report</b>	
	<p>DL went through the report and highlighted the main issues, which are listed below. I have also added the required actions:</p>	
	<p><b>General:</b></p> <ul style="list-style-type: none"> <li>• YTL to confirm total number of people expected to visit the Arena annually</li> <li>• YTL to confirm the expected number and size of events annually</li> <li>• YTL to confirm the expected time of the events</li> </ul>	BM BM BM
	<p><b>Highways</b></p> <ul style="list-style-type: none"> <li>• Highway access into the Brabazon site from the A38 – To be discussed between SGC and BCC (CH2M) and possible solutions proposed</li> <li>• Highway access from Charlton Road (Extant permission) is to be considered by BCC (CH2M) and SGC</li> <li>• Access to the site to be discussed and agreed with BAE</li> </ul>	PJ/DL PJ/DL BM
	<p><b>Rail</b></p> <ul style="list-style-type: none"> <li>• YTL/NR to design a platform for an arena event. This should be part of YTL's proposal and offer</li> <li>• A train service direct to Bristol Parkway, from Filton North, is essential. MP to review the options</li> <li>• Metro West is only planned to have a regular hourly service. MP to research the possibility of a ½ hourly service and then increased services for the main arena events (Brighton Arena puts on an increased rail service to move people in and out for the main events)</li> <li>• MP confirmed that there will be no possibility of putting on any more long-distance connections after 11.40pm, other than those in the latest timetable for 2018</li> </ul>	BM/MP MP MP
	<p><b>Park and Ride</b></p> <ul style="list-style-type: none"> <li>• The report suggests that using Park and Ride sites would not be possible due to the number of people that could be moved. This is not correct and needs to be reviewed. AC to get the scope of work corrected and CH2M to respond quickly</li> </ul>	AC/DL
	<p><b>Off – Street Parking</b></p> <ul style="list-style-type: none"> <li>• The Brabazon Hangers have a large area at the rear of the hangers that could be used for car parking</li> <li>• The report suggests that this could be used for general parking, coach parking, disabled parking, VIP parking and for event set-up parking</li> <li>• Adequate road access into the site is the issue. DL to look at possible options for providing a vehicular access into the Brabazon hangers and discuss with AC/PJ/EB</li> </ul> <p>NG to discuss, with YTL, their proposal for gaining access to the site.</p>	AC/EB NG/BM

Agenda Item	Discussion Points/ Outcomes & Actions	Actions
	<ul style="list-style-type: none"> <li>The report has assumed that 2,000 vehicles can be parked on site. AC to review and confirm if this is an acceptable assumption for the report</li> <li>NG to make contact with the Mall at Cribbs to review the parking possibilities on their existing car parks</li> </ul> <p><b>On – Street Parking</b></p> <ul style="list-style-type: none"> <li>Measures must be put in place to prevent indiscriminate on – street parking. A joint agreement between BCC and SGC required. AC/NG discuss with EB/SE</li> </ul> <p><b>Report Improvements</b></p> <ul style="list-style-type: none"> <li>AC stated that the report does not include what was requested and AC to clarify the scope and reissue to DL</li> <li>NG feels that the report does not look at all the possible options and there has not been enough stakeholder engagement</li> <li>The report needs to look at the options, split the possibilities into phases and get agreement in principle from the stakeholders</li> </ul>	<p>NG</p> <p>AC/EB</p> <p>AC/DL</p> <p>DL</p> <p>DL</p>
4	<b>Delivery and Operational Programme</b>	
	<p>NG issued a programme before the meeting and this is to be completed by YTL/BCC/SGC/NR</p> <ul style="list-style-type: none"> <li>NG to make contact with YTL and get them to confirm the required dates and information</li> <li>PJ to respond to date queries within the programme</li> <li>The programme assume that the Brabazon Arena could be open in 2022 – YTL to confirm</li> <li>The programme assumes that Metro Bus(ii) and Metro West (ii) will be open and operational in 2021 – SGC/NR to confirm</li> </ul>	<p>NG/BM</p> <p>PJ</p> <p>BM</p> <p>SE/MP</p>
5	<b>Transport Infrastructure needed to service the Brabazon Arena</b>	
	<p><b>Metro Bus (ii)</b></p> <ul style="list-style-type: none"> <li>SGC confirmed that this project is funded and will write a statement of confirmation for the report, with the planned opening date.</li> <li>NG to contact the operators, once appointed and get agreement in principle to providing extra buses before and after Arena events, subject to funding being agreed.</li> </ul>	<p>SE</p> <p>NG</p>
	<p><b>Metro West (ii)</b></p> <ul style="list-style-type: none"> <li>SE and MP confirmed that this project is funded at the current GRIP stage but with further GRIP stages to identify final costs. SE/MP to confirm if the present levels of agreed funding are likely to be adequate for the existing design.</li> <li>MP confirmed that at present the infrastructure, including the signalling, is being designed for an hourly service</li> <li>MP suggested that the infrastructure should be designed for a ½ hourly service now. NG to discuss with MP/SGC as the funding of any extra costs will need to be agreed before instruction</li> </ul>	<p>SE/MP</p> <p>NG/MP/SE</p>

Agenda Item	Discussion Points/Outcomes & Actions	Actions
	<ul style="list-style-type: none"> <li>• NG to discuss with MP the possibility of increased services for an Arena event</li> <li>• MP confirmed that at present there are 5 freight passes /hour along this section of line</li> <li>• MP confirmed that the platforms are being designed for a 5-car service</li> <li>• YTL/CH2M to confirm the likely Arena rail passenger flows so that the platform can be designed to cater for the extra people</li> </ul>	NG/MP DL/BM
	<b>Car Access</b> <ul style="list-style-type: none"> <li>• DL/EB/AC to review and confirm if a new vehicular access, into Brabazon, is possible</li> <li>• NG to make contact with YTL about the possibilities and their proposals for improving access</li> </ul>	DL/EB/AC NG/BM
	<b>Park and Rides</b> <ul style="list-style-type: none"> <li>• AC/EB confirmed that a joint approach to park and ride provision has been agreed and the studies are being undertaken at the moment</li> <li>• AC/EB to confirm when the outcome and proposals will be finalised</li> </ul>	AC/EB
6	<b>Mitigation Options:</b>	
	<b>Rail (Metro West (ii))</b> <ul style="list-style-type: none"> <li>• It was agreed that for the late major events, rail will be a shuttle service between the Park and Ride sites and the Arena and to and from Temple Meads</li> <li>• MP to confirm the extra costs for changing the design for a ½ hourly service now</li> <li>• Increase the usage as much as possible by putting on extra services for major events – agree possibilities with NR/GWR</li> <li>• Look for a direct link from North Filton to Parkway – NG to discuss the scope of the study required to enable NR to make a decision in principle</li> <li>• Support in principle required from Network Rail and GWR (The Operator)</li> </ul>	Note MP NG/MP NG/MP NG/MP
	<b>Bus (Metro Bus (ii))</b> <ul style="list-style-type: none"> <li>• It was agreed that for the late major events, Metro Bus could provide a shuttle service between the Park and Ride site and the Arena subject to agreeing funding</li> <li>• Increase the usage as much as possible by putting on extra services for major events – agree possibilities with /First</li> </ul>	Note NG
	<b>Car Parking</b> <ul style="list-style-type: none"> <li>• SGC/BCC to consider a joint parking policy for the area around the arena</li> <li>• SGC/BCC to consider the Park and Ride strategy both for everyday usage and for the Arena events. All agreed that it would be best to use the same sites for both and just increase the parking provision and bus/rail services</li> </ul>	SE/AC EB/AC

Agenda Item	Discussion Points/ Outcomes & Actions	Actions
	<p><b>Phasing</b></p> <p><b>Phase 1</b> – Period from the opening of the Arena to completion and operation of the Park and Ride sites:</p> <ul style="list-style-type: none"> <li>• This assumes that Metro West (ii) and Metro Bus (ii) are both completed and operational and an agreement has been reached with the operators for increased services before and after the main events</li> <li>• Agree the level of parking at the Brabazon, with YTL, for Event Crews, Coach Parking, Disabled parking, VIP parking and maybe some general parking</li> <li>• Agree the access for the above with YTL and SGC/BCC</li> <li>• Agree possible parking with The Mall at Cribbs</li> <li>• Agree the principle of parking on the YTL site and walking across the green bridge. This will be possible due to the spare capacity as the development will not be completed until 2036</li> </ul>	<p>NG/BM</p> <p>EB/AC</p> <p>NG</p> <p>NG/BM</p>
	<p><b>Phase 2</b> – Period from completion of the Park and Rides and the setting up of the connecting services, especially for the main events:</p> <ul style="list-style-type: none"> <li>• This assumes that Metro West (ii) and Metro Bus (ii) are both completed and operational and the increased services before and after the main events, are working and funded</li> <li>• Agree the level of parking at the Brabazon, with YTL, for Event Crews, Coach Parking, Disabled parking, VIP parking and maybe some general parking</li> <li>• Agree the access for the above with YTL and SGC/BCC</li> <li>• Assume <b>NO</b> parking at The Mall or on the YTL site</li> </ul>	<p>NG/BM</p> <p>EB/AC</p>
7	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>• It was agreed that Traffic and Parking demand restraint was a good idea, but could be difficult politically</li> <li>• This could assist with the funding of a Mass Transit system</li> <li>• Look at hotel capacity, both on opening and in the future. This could lead to an improved link with the City Centre</li> <li>• The possibility of using other car parks, such as local services and then providing a Park and Ride service</li> <li>• The possibility of setting up a Joint Control Centre was discussed but it will not be included within the scope of these meetings.</li> </ul>	<p>SE/NG</p> <p>NG</p> <p>DL</p>
8	<p><b>Joint Agreement for the Cabinet Paper</b></p> <ul style="list-style-type: none"> <li>• NG confirmed that he is looking for a joint statement from the Councils, BCC and SGC, confirming how they are and will continue to work together to support the services required to make the Arena a success. NG to draft a statement for comment.</li> <li>• NG also requires a joint statement from the other major stakeholders; YTL, First, GWR, confirming that they are behind the project and will work with the operators to make the project a success</li> </ul>	<p>BCC/ SGC</p> <p>NG</p>

